ALS Association - DC/MD/VA Chapter
Spring 2020 Intern (Events)
Career Connector Job ID #10656

Description
The DC/MD/VA Chapter supports people living with ALS and their loved ones through services and education in the District of Columbia, Maryland and Virginia. We leave no stone unturned in search for the cure of this progressive neurodegenerative disease.

Description
We are looking for a creative, independent, and organized student to help us plan our annual Walk to Defeat ALS events across DC/MD/VA. While the Walks take place between April and May, we work year-round to plan sponsorships, logistics, educational information, and supporting events to make our Walks a success. If you love events and the logistics behind them, we are looking for you!

During this internship, you will work closely with all staff members at The ALS Association to make our Walk to Defeat ALS a success!

Responsibilities
- Understand and apply the mission of the Chapter in your daily work.
- Be responsible for updating the Walk Logistics spreadsheet daily with new developments.
- Find quotes for vendors in different parts of the state and plan for vendors needed at all four Walks.
- Communicate with Walk participants and donors. Provide support and motivation, as necessary.
- Answer questions about the Walk and Walk registration.
- Pull Excel reports from the Convio database and update spreadsheets as needed.
- Manage the Walk to Defeat ALS website from the backend and update Walk information as well as enter offline donations and register Walkers.
- Assist with preparations for and attend other 3rd Party Events that are in DC, Maryland, and Northern, VA.
- Create email campaigns as needed.
- Perform copying and collating of materials as needed.
- Other duties as assigned.

Requirements
- Students currently enrolled in university working towards a Bachelor’s Degree.
- Ability to work between 15-30 hours per week, for a minimum of one spring semester.
- It is preferred the intern attend the Western Maryland Walk on Saturday, April 18, 2020. The WMD Walk will take place at Baker Park in Frederick, MD.
- Organized, detail-oriented and hardworking
- Understanding of Microsoft Office (Excel, Word, etc.)
- Ability to work independently and well with others
- Strong communication and writing skills
- Willingness to learn
- Brings a positive outlook to work
- Takes direction well

Internships with The ALS Association are unpaid. All interns will report to the Community Engagement Manager but will be assigned tasks from various staff members.

Location: Rockville, Maryland United States
Desired Start Date: January 6, 2020

To Apply
Send cover letter and resume with contact information to Tiffany Brett, Community Engagement Manager at tbrett@alsinfo.org